

USIB-D-9.1/5  
28 June 1963

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Security Procedures for Handling Top Secret or  
Code Word Documents Tabled at USIB Meetings

REFERENCE : USIB-M-264, Item No. 4, 3 April 1963

1. At the suggestion of the DIA member of USIB contained in the reference, the Secretariat has studied various means of assuring control of Top Secret and/or code word documents which are tabled at Board meetings. In addition to the security consideration, the Secretariat was concerned that whatever system is adopted, it not materially slow down dissemination of papers at a meeting or be disruptive to the conduct of Board business.

2. In accordance with the foregoing, the USIB Secretariat recommends that members or their representatives acting for them, be afforded a selection of one of three options when Top Secret and/or code word materials are tabled for Board consideration:

- a. Leave the material on the conference table for return to the originator or other appropriate disposition.
- b. Request copies subsequently be sent to their offices for further study or record purposes.
- c. Sign for the subject material during the meeting, and personally courier it to their offices.

3. To assist originators in the control of materials being tabled at USIB meetings, the Secretariat proposes to make available for use by all USIB agencies a coversheet (See TAB-A) which would be attached by the originator to each numbered document or paper tabled and which:

- a. Explains the options mentioned in paragraph 2 above; and

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b. Acts as an abbreviated document receipt, or a request for the document.

c. May be used by your representative as a Master Control Sheet, showing disposition of all copies handed out at the meeting.

4. The USIB Secretariat will assist member representatives in collecting documents left on the conference table and in collecting signed receipts, if this option is selected. It should be pointed out however, that final accountability for materials tabled by agencies at a USIB meeting remains the responsibility of the agency tabling such material.

5. The foregoing portion of this memorandum and its attachment have been informally coordinated with the Chairman, USIB Security Committee, the Agenda Representatives of USIB members, the Executive Officer, Board of National Estimates, and Director, National Indications Center.

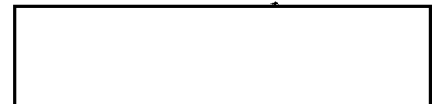
6. Although the above listed procedures are considered by the Secretariat to be the most feasible security control possible without materially disrupting the rapid conduct of Board business, the members may feel that even this control system is either too cumbersome or unnecessarily restrictive to Board activity. In this event, the Board may wish to consider approving an alternative procedure along the following lines which would be applicable only to papers tabled at USIB meetings:

"In order to facilitate the conduct of Board business, the United States Intelligence Board has agreed that Top Secret and/or code word documents may be tabled during the course of USIB meetings for consideration by the members without requiring signed receipts. Distribution under these circumstances, however, is only authorized if it is made by hand in the meeting by the originator of such document. This agreed procedure is intended to apply to the normal handling of Top Secret and/or code word documents which are regularly tabled at USIB meetings. However, in the event a member tables a paper he considers of unusual sensitivity, this procedure is not intended to preclude the prerogative of the member

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in limiting distribution and/or in requiring a signed receipt thereof. In any case, a USIB member or other attendant at USIB meetings who retains any such document for removal from the USIB Conference Room shall thereby assume responsibility for henceforth affording the protection required by the security classification printed thereon. The USIB Secretariat will be responsible for assuring secure return, destruction and/or safeguarding of any such documents left in the conference room at the end of a USIB meeting. Nothing in this statement shall be construed as authorizing use of the above procedures under any other circumstances outside of USIB meetings. Moreover, every effort shall be made to distribute such documents prior to a USIB meeting through normal prescribed security procedures. "

7. In view of the possibility that the USIB may wish to consider the procedure contained in paragraph 6 above as an alternative to the recommendation contained in paragraph 2, this paper will be scheduled for Board consideration at an early meeting of USIB.



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Colonel USAF  
Acting Executive Secretary

Attachment

Tab A Document Control Coversheet

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